

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE NORTH CAROLINA TURNPIKE AUTHORITY WITH TRAFFIC AND REVENUE SERVICES.

The **primary firm** shall be pre-qualified to perform work codes for the North Carolina Turnpike Authority. The work code required is:

- Traffic and Revenue Forecasts – 371

The selection of a private consulting firm to provide Traffic and Revenue services will be conducted in accordance with the following process:

1. Submission by the private consulting firm of a Letter of Interest (LOI).
2. Department will short list private consulting firms.
3. Pre-interview meeting and oral interview at the option of the Department.
4. Department will select a private consulting firm, or firms, to provide the Traffic and Revenue Services.

TERMS OF WORK

- A. Initial Term – The agreement for the requested services will have an initial term of three (3) years.
- B. Value of contract – FOR REFERENCE the NCTA's FY 2015 Annual Plan of Work budget for traffic and revenue services is approximately \$1.0 million. During the initial term of the contract it is anticipated that traffic and revenue services will be required for between 2 and 4 toll road projects as well as between 2 and 4 priced managed lanes projects.
- C. Renewal – Any renewal of initial agreement will be for a maximum of two (2) years and is contingent upon the NCTA's sole discretion.

SCOPE OF WORK

The scope of services to be provided by the firm(s) may include, but are not limited to, the following:

1. Develop traffic and revenue projections for proposed NCTA projects as requested, including sketch level, level 2, and investment grade studies;
2. Provide opinions related to bond issuances;
3. Prepare evaluations, studies and opinions as necessary to determine recommended toll rates and periodic toll rate adjustments for the authority's current and future turnpike projects;
4. Provide and maintain traffic modeling tools pertinent to NCTA projects and potential projects, working closely with North Carolina metropolitan planning organization (MPO), North Carolina rural planning organizations (RPO), and other local planning organizations as necessary, to update economic, demographic and land use data;
5. Perform special studies or reports as requested regarding traffic, toll revenues, mobility, toll collection methods and strategies and related technology and industry trends;
6. Present reports and findings to the Authority, rating agencies and investors, local interested parties, or otherwise upon request;
7. Work cooperatively and collaboratively with other firms that service the Authority.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Many of the services being solicited will not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial

Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be prequalified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. Neither the firm, subconsultant nor subfirm shall discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All prequalified firms who submit responsive letters of interest will be considered.

The evaluation of the proposals for these services will be based on the following considerations and their respective weights for the services listed in the scope of work:

- The experience of the primary firm and of the proposed sub consultants in providing the requested services. (40%)
- The experience and qualifications of the project manager and key team members of the primary firm and of the proposed sub consultants in providing the requested services. (40%)
- The commitment of the firm, its key project members and proposed sub consultants to provide requested services in accordance with NCTA plans and schedules. (20%)

The NCTA may choose to short list firms for interviews, if determined necessary. The Professional Services Management Unit will notify the short listed firms of the time of their appointments.

It is expected that the NCTA will select more than one firm for purposes of meeting its requested services in this RFP.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than twenty (20) pages will not be considered. All information shall be assembled and indexed as follows:

Section I: Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register with the Secretary of State;
- Date of most recent private engineering firm prequalification;
- Statement regarding firms possible conflict of interest for the work; and

- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II: Evaluation Factors

This section is limited to ten (10) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

A description of the capabilities and resources of its principle office responsible for performing this work, its North Carolina offices, and a listing of its North Carolina office resident personnel by discipline who would be assigned to the NCTA's work.

A synopsis of the firm's experience in providing complex traffic modeling and forecasting tools, demonstrated success in forecasting toll revenue for bond-financed transportation projects, and experience in rendering opinions and other analyses concerning traffic and revenue projections.

Experience with performing duties imposed on traffic engineers under requirements of trust indentures for private bond financing, including providing certificates and opinions related to annual reviews and periodic bond issuances.

Experience in providing and maintaining traffic modeling tools, including development of traffic and revenue projections for existing and proposed turnpike projects.

Experience in performing traffic and revenue forecasting and analysis related to the planning and development of priced managed lanes.

Experience in preparing evaluations, studies and opinions as necessary to determine recommended toll rates and periodic toll rate adjustments for turnpike projects, including reports regarding traffic, revenues, mobility, toll collection methods and strategies and related technology and industry trends.

A comprehensive description of the procedures used by the firm to supervise the provision of traffic and revenue engineering services in a timely and cost effective manner.

Summarize how the firm charges professional fees for the services described in this advertisement. Do not quote any fees except for representative hourly fees if relevant to the method for how the firm proposed to charge for its services.

Disclose any conflicts or potential conflicts of interest. Disclose all contractual or informal business arrangement/agreements, including fee arrangements, consulting agreements, and the nature of any legal representation between your firm and the NCTA and/or any of its Board members and any entity that provides services to the NCTA or North Carolina Department of Transportation.

A listing of relevant infrastructure development projects for which the respondent provided investment grade traffic and revenue engineering services since January 1, 2005 shall include the following:

- Project name
- Project location
- A brief description of the project and the work performed, including the date of Official Statement related to financing the project, and a comparison of (a) the Official Statement estimate and (b) actual revenue for the project's opening year, and provide the same comparison for the project's fifth (5th) year of operation, or most recent year if project has been open less than five (5) years.
- An explanation of whether projected-related obligations were rated by bond rating agencies and, if so, the role the firm's work played in the ratings process.
- Name, address, and telephone number of client contact.

A summary client list for the past five (5) years separated into the following categories: (a) public toll agencies; (b) public transportation agencies; and (c) private companies.

A summary of all regulatory and legal proceedings initiated since January 1, 2005, in which the firm has been named as a claimant, plaintiff, respondent, or defendant, including the nature of the proceeding, the claims made, and resolution or current status thereof.

A summary of any protest filed by the firm related to procurement of services by any other entity since January 1, 2005, including the nature of the protest and the resolution or current status thereof.

Any early termination of the firm's work or contract for services by any authority or entity since January 1, 2005 including an explanation of the types of services and the reason for termination.

Note: Throughout the procurement process, if a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT/NCTA should be notified immediately.

Section III: Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline

- (including percentage of time available to NCTA);
- Resumes of key personnel;
- Names, classifications, and location of the firm's employees and resources to be assigned to the advertised work; and
- Other information

APPENDICES-

CONSULTANT CERTIFICATION FORM RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form). **Please include the work codes on the RS-2 forms.**

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing Traffic and Revenue services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on December 18, 2014. Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

Any/all questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

Private consulting firms on the short list will be notified of such on **January 30, 2015**. Notification will not be sent to firms not short listed. In the event the Department elects to hold Oral Interviews, interviews will be held the week of February 16, 2015.

The firm(s) selected will be notified by **February 23, 2015**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **February 24, 2015**.